CONEWAGO TOWNSHIP MUNICIPAL AUTHORITY
541 OXFORD AVENUE
HANOVER, PA 17331
Meeting Minutes
June 13, 2016

The Conewago Township Municipal Authority met on June 13, 2016 for their Regular Meeting at the Township Office.

The following were in attendance:

Robert LeGore	P. Eric Mains	Barbara Krebs
Earl Myers	Robert L. McQuaide	Holly Zepp
Lynn Toft		

There was no one in the audience.

Chairman LeGore brought the meeting to order at 6:01 p.m. with the Pledge to the Flag and a moment of silence.

1. **Minutes**
   - Lynn Toft made a **motion** to approve the minutes of the Regular Meeting held March 14, 2016, as presented; the second was made by Earl Myers. **Approved: Vote 3-0**

2. **Communications**
   - April 11, 2016 Hanover Borough-Increased their charges for providing billing information to Authority-for informational purposes.
   - April 14, 2016 PennDOT -Acceptance letter for cost share of Rt. 116/ Brushtown area manholes
   - May 5, 2016 PA DEP -Acceptance Letter regarding Additional Info for Chapter 94 Report with a copy of the additional report attached was shared with the members.
   - May 20, 2016 Buchart Horn- Corrective Action Plan regarding The Villas at Cattail to be addressed during the engineer's report.

3. **Public Comment**
   - **None**

4. **Controller's Report**
   - **Treasurers Report**
     Earl Myers made a **motion** to approve the Treasurer's Report for March, April and May 2016; Lynn Toft made the second. **Approved: Vote 3-0**
   - **QuickBooks Audit Trail Reports**
     Earl Myers made a **motion** to approve the QuickBooks Audit Trail Reports for March, April and May 2016; Lynn Toft made the second. **Approved: Vote 3-0**
   - **PNC Investment Policy**
     Earl Myers made a **motion** to reaffirm the PNC Investment Policy, Lynn Toft made the second. **Approved: Vote 3-0**

5. **Requests for Adjustments/Past Due Accounts**
   - **Past Due Sewer Accounts**
     Holly Zepp was directed to forward the information to Robert McQuaide to have municipal liens placed for nonpayment for the following properties: 218 S. Lincoln Drive and 65 Filbert Street.

     Holly added that she will hold off for a few days on the Filbert Street property because the foreclosing bank indicated they would be paying arrears. Documentation was forwarded to bank.

   - **Requests for Sewer Account Adjustments**
     710572 Dori, 26 Galaxy Drive
     Robert LeGore made a **motion** to deny Miss Dori's request to waive the $50 penalty from the February 2016 billing for account 710572; Earl Myers made the second. **Denied: Vote 3-0**

     710812 Burkentine, 120 Hemlock Drive
     Robert LeGore made a **motion** to approve an adjustment for account 710812; Earl Myers made the second. **Approved: Vote 3-0**

     697290 Luckenbaugh, 626 Maple Avenue
     Earl Myers made a **motion** to ratify Holly's waiver of $3.90 penalty for the May 2016 billing for account 697290; Lynn Toft made the second. **Approved: Vote 3-0**

   - **Discontinued Liens**
     Holly reported that the liens on 3266 Hanover Pike and 3609 Centennial Road have been discontinued.

6. **Report from Engineer, P. Eric Mains**
   - Mr. Mains provided the members with a report of current Authority Engineering Activities. The report will be included as part of official minutes. He reviewed the following items:

     Wetzel Drive Reconstruction-2 manhole lids will be replaced as part to the reconstruction project being done on Wetzel Drive by the Township. Bids to be opened June 16, 2016.

     Villas at Cattail-Mandrel testing to be performed June 14, 2016. The developer needs to correct sags in the pipes before the Authority will accept dedication of the sanitary sewer lines.

     GIS Mapping- Eric reported that the mapping is 95% complete.

     I & I Update-Eric's office is scoping a plan for repairs.

     RT 116 PennDOT- project 96932/SR 0116-37
     PennDOT sent a letter dated June 10, 2016 regarding bid results for the cost share for the resurfacing project in the Brushtown area for approval/disapproval by the Authority.

     Earl Myers made a **motion** to approve the bid prices, obtained by PennDOT for PennDOT project 96932, upon the engineer's approval; Lynn Toft made the second. **Approved: Vote 3-0**

     Eric Mains announced that he resigned from Buchart Horn and will be employed by Gannett Fleming. Mr. Mains excused himself from the meeting at 6:21 p.m., so the Authority could hold discussion regarding his resignation.

Discussion ensued regarding discontent with the engineering firm of Buchart Horn. As a result of the discussion and at the recommendation of Township Manager Barbara Krebs, the Authority members decided to enlist the services of the engineering firm of Gannett Fleming and discontinue with the services of Buchart Horn; with the intent to keep Eric Mains as the engineer.

Solicitor McQuaide indicated that the Authority has the right to hire and fire at any time. McQuaide was directed to review the current contract with Buchart Horn.

Solicitor McQuaide indicated that he would like to review the contract the Authority will be entering into with Gannett Fleming, prior to the Authority signing the contract.

Earl Myers made a **motion** to hire Gannett Fleming as the Municipal Authority Engineer, contingent upon Solicitor McQuaide's approval of the contract; Lynn Toft made the second.
Approved: Vote 3-0

Solicitor McQuaide advised that he would prepare a termination letter to Buchart Horn.

7. Report from Solicitor

- Solicitor McQuaide stated he had nothing new for action.

8. New Business

- Allwood Pump Station-Holly advised that the maintenance department will be replacing an air-line on June 17, 2016.

9. Old Business

- Nothing for action.

10. Announcements/Comments

- Board of Supervisors Meeting: June 20, 2016 at 7:00 p.m.
- Planning Commission Board Meeting: July 7, 2016 at 7:00 p.m.
- Zoning Hearing Board: July 6, 2016 at 7:00 p.m.
- Municipal Authority Regular Meeting: September 12, 2016 at 6:00 p.m.

At 6:31 p.m., Earl Myers made a **motion** to adjourn. Lynn Toft made the second. **Approved: Vote 3-0**

Respectfully Submitted,

Holly Zepp, Municipal Authority Controller

BUCHART HORN
ENGINEERS · ARCHITECTS · PLANNERS

Municipal Authority Engineer's Quarterly Report
Conewago Township, Adams County, PA

Meeting Date: June 13, 2016

This report is provided to assist the Authority maintain a specific understanding of the various capacities in which our firm is providing engineering consulting services, on a monthly basis. While it is an attempt to provide a comprehensive outline of issues and projects that we are engaged in, it may not be all inclusive, as there are some efforts that are still in the initial stages of effort or that begin and end prior to the Authority meeting. We are pleased to outline the following for your review and consideration;

1. CONSTRUCTION PROJECTS

Wetzel Drive – Our office is coordinating the bid of a street reconstruction project for the Township. It will include replacement of two manhole tops and lids as part of that scope. Bids will be opened June 16th.

2. DEVELOPMENTS

J.A. Myers (Chapel View) – Our office is not currently performing any Authority work related to Chapel View. The Developer has indicated that he hopes to complete this development this summer and dedicate public facilities soon after.

Summit Homes (Villas at Cattail) – We have reviewed a corrective action plan by the Developer and provided feedback and supplements to that plan. The Developer is coordinating the work which includes removing some pipe sags that have formed, such that the system can be offered for dedication.

TRONE Realty (209 Linden Avenue) – Our office has completed inspection of the sanitary sewer laterals for this project. Final restoration has not been made as work is on-going.

TRONE Realty (Wetzel Drive) – This plan remains on hold at the request of the Developer.

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3. PLANNING

Mapping – The GIS mapping effort is 95% complete with a DRAFT GIS model being reviewed now to determine that it includes all of the necessary data, links, etc. The Township staff are currently reviewing the map contents to ensure it meets the intended need.

PennDOT / State Route 0116 – The Township is waiting for this project to begin at which time our office will coordinate on the "elevating" of several manhole rims/lids.

I&I Update – We contacted McSherrystown Borough and they are finished with their last round of CCTV inspections and repairs. We also contacted Hanover Borough who is already on a two (2) year contract with their CCTV / repair effort, which will end next year. As such, our office is scoping a plan for the repair and replacement work for the Township (solely) that should occur in this current calendar year.

Construction Specifications – Work is on-going with the update of the Construction Specifications. We anticipate a DRAFT being ready for the next quarterly Authority meeting.